

# Documenting GoLearn Course Completions in Employee Training Histories

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**Background** GoLearn is OPM's government-wide online training system, which is not integrated with EDS.

The Employee Development System (EDS) is TTB's automated learning management system for tracking course enrollments and completions.

All GoLearn training course completions should be recorded in an employee's individual training history in EDS. It is the employee's responsibility to ensure all courses they have completed in GoLearn is documented within EDS.

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**Prior to starting** Employee prints course completion certificate from GoLearn system.

**How it works** GoLearn course completions are documented in EDS as follows:

Stage	Description
1	<b>Employee</b> sends/faxes completion certificate to Public Debt's Employee Development area:  Bureau of the Public Debt ATTN: Susie Miller/Tamra Patton-Lott Hintgen Building, Room 107 Parkersburg, WV 26101  FAX#: 304-480-5221
2	<b>Public Debt—Employee Development</b> <ul style="list-style-type: none"><li>• Creates course and session in EDS.</li><li>• Sends an e-mail to training coordinator/employee with EDS course and session number.</li></ul>
3	<b>Training Coordinator</b> submits and routes an <i>onsite</i> training request in EDS.
4	<b>Manager/Supervisor</b> approves the training request.
5	<b>Public Debt—Employee Development</b> selects the employee for the training course in EDS.  <b>NOTE: All entries into EDS for GoLearn are after course completion.</b>

6	<p><b>Employee:</b></p> <ul style="list-style-type: none"> <li>• Receives “Selected for Training” e-mail. <b>Disregard this e-mail since the training request is done after course completion.</b></li> <li>• Receives e-mail with a link to an online course evaluation.</li> <li>• Completes the evaluation. GoLearn does not have an evaluation process.</li> </ul>
7	<p><b>Public Debt—Employee Development</b> closes the course in EDS.</p> <p>NOTE: System sends the course completion to employee’s training history.</p>